

C O P Y

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Office of General Services
Attn: [REDACTED] 25X1A9a

FROM : Acting Chief, Research & Planning Staff

SUBJECT: Monthly Report of Personnel Strength by Organizational Unit

DATE: 21 August 1952

1. Attached hereto is a copy of a memorandum dated 8 August 1952 to the AD/P from the Comptroller requesting the preparation of a monthly report of personnel strength by organizational unit. There is also attached a form which the Comptroller desires to be used for this report.

2. Pursuant to our discussion this date, it is requested that the Machine Records Branch, OGS, furnish this office, for the month of July and each succeeding month, the information reflected in the attached form. It is recognized that until such time as accurate source data can be furnished the Machine Records Branch, you will be unable to furnish complete data for part-time native, WAE, re-imbursable loan, WOC, and military personnel. Until such time as the Machine Records Branch acquires sufficient source data statistics for these categories, this office will attempt to acquire these data in some other manner.

3. In order that this office may be able to furnish this report to the Comptroller by the middle of each month, it would be appreciated if reports from Machine Records Branch were received in this office within 10 working days following the close of each month. Since the report for the month of July is already overdue, your cooperation in giving as much priority as possible to this particular report will also be greatly appreciated.

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Attachments:

Memo, dtd 8 Aug 1952
Report Form
Chart